



Foreign Affairs Manual

4 FAM – Financial Management

Change Transmittal: FIN-412

Date: January 28, 2011

4 FAM 460 TRAVEL AND TRAVEL ADVANCE MANAGEMENT

Changes

1. Changes were made to miscellaneous sections. More significant changes are:
 - **4 FAM 463.3 Approving (Granting) of Advances**
 - Financial management officers are responsible for determining when a request for a travel advance should be made. The request should be as close to departure as possible, but must be made early enough to ensure that the funds are in the traveler's account before departure.
 - Most advances should be made via direct deposit to the traveler's account.
 - **4 FAM 465.1 Traveler's Responsibility**
 - Travelers must include an itemized list of expenses and other information on all travel claims, including, airline tickets, lodging expenses, and any other expense that the bureau or office determines is necessary to complete the claim.
 - **4 FAM 465.3 Approving Official's Responsibility**
 - The supervising official ascertains that any leave (annual or sick) taken while in travel status is being properly reported on the employee's leave record and that no claim for reimbursement is being made for the period of leave.
2. **Change Transmittal** has replaced the term Transmittal Letter. Change Transmittal was selected as being more appropriate in this age of electronic information transmission.
3. Revisions since the last update appear in *italic* and *dark magenta*.

Other than formal titles, the italic will be removed the next time the material is updated. Only current changes appear in italic, which provides an historical record of changes.

4. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

Filing Instructions for Paper Copies

1. Remove and discard old subchapter 4 FAM 460 (CT:FIN-403, 03-03-2010; 16 pages) and replace it with revised subchapter 2 FAM 460 (17 pages).
2. After inserting the material in the binder, insert this Change Transmittal letter immediately following the CT Checklist, then fill in the entry line for CT:FIN-412 and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/GIS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this change transmittal letter.

(RM/FPRA/FP)